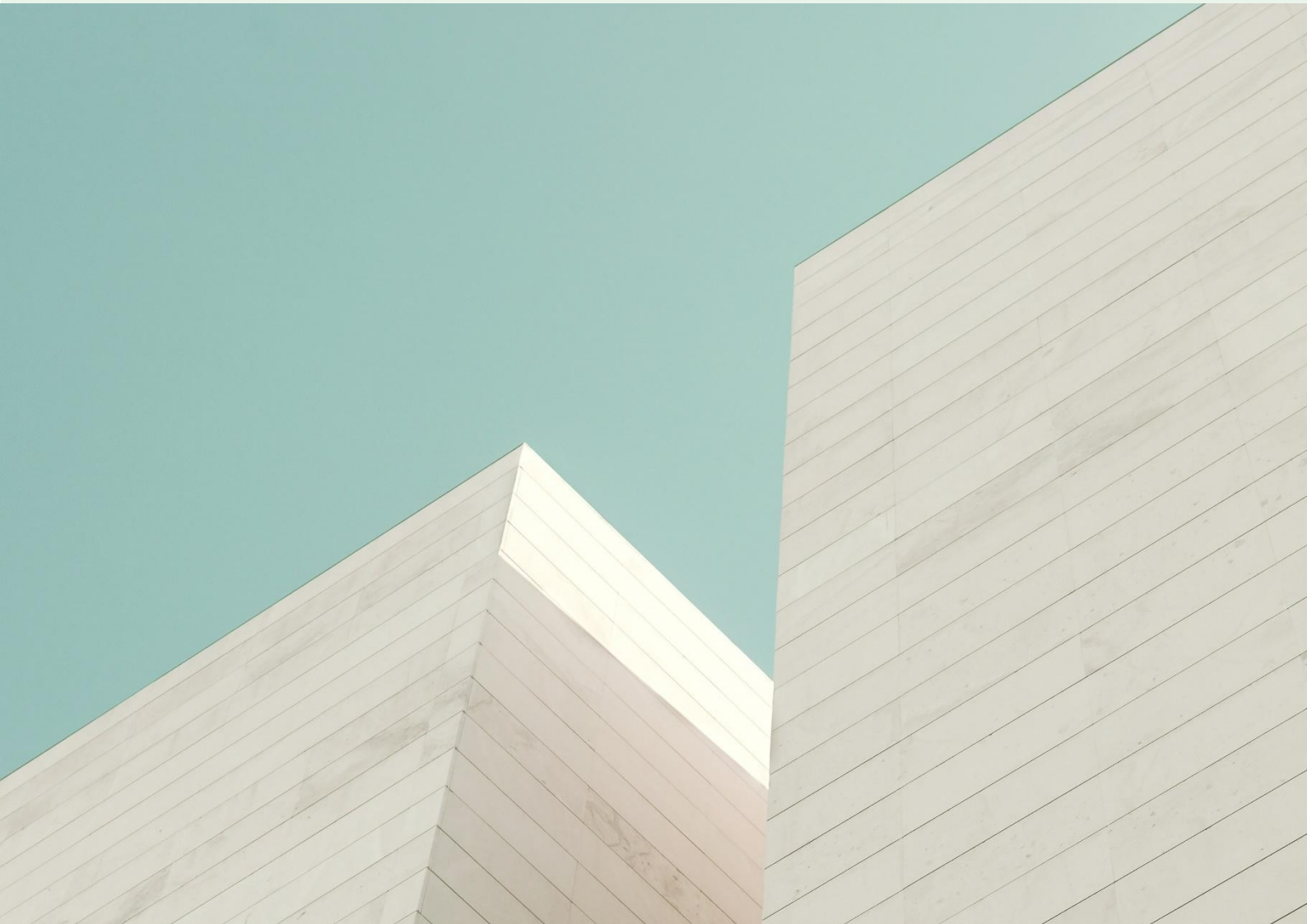


Design and Production Specialist – London

Job Description



Making a difference



Who we are

We are an international law firm with a focus on private capital at the intersection of personal, family and business.

Our ability to understand people makes us who we are. We work together to build deep and trusted relationships that deliver meaningful value to our clients. We do this with empathy, attention, and clarity. No jargon, no attitude. We know what matters.



We are committed to running our business responsibly

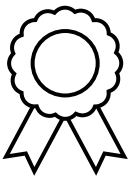
We recognise that our long-term success as a responsible business depends on the health and resilience of our people, our clients, our communities, and our natural environment. We are working hard to ensure that we make a positive contribution for all our stakeholders.

As part of this, we are committed to developing an increasingly diverse, inclusive, and supportive workplace environment where everyone can bring their whole selves to work, feel valued, feel that they belong and can fulfil their potential.



We understand the benefits of hybrid working.

We adopt a hybrid working approach, working on a 60/40 split of working in the office and working remotely. This arrangement is non-contractual, dependent on requirements of the role and subject to manager approval.



What we value

Our values represent who we are as a Firm. They are designed to guide the way we think, behave, speak, collaborate, and do business. Please see our four core values below.



Collaborative
we pull together



Committed
we drive performance



Authentic
we stay grounded



Forward-looking
we look beyond

Design and Production Specialist

This role sits within the Client Development & Marketing function of the Firm. The Client Development & Marketing team supports partners in the development of our business, relationship building with existing and potential clients and manages our market profile.

In broad terms, the team:

- Drives the positioning of our brand through client service and thought leadership
- Creates and manages the strategic business plans at a client, partner, sector and practice group level
- Manages the firm's key client relationship and client listening programmes
- Creates and implements the firm's digital strategy
- Provides strategic advice and co-ordination on pitching opportunities and manages the rehearsals process
- Works with our Research and Information Services Team to research and analyse companies, sectors and countries
- Works with key stakeholders and individuals on submissions to the main legal directories/awards and advises fee earners on how best to promote their capabilities
- Manages the production of bulletins and briefings from the conceptual stage through to distribution
- Delivers events that enhance our brand and provide opportunities to build relationships with clients, potential clients and intermediaries.

There is c. 80 employees in the Client Development, Marketing & Knowledge team across London, Guildford, Dubai, Hong Kong, Singapore, Paris and Milan.

Role and Responsibilities

The Design & Production Specialist is responsible for producing accurate, high-quality and on-brand marketing, pitch and digital materials for the Firm. Working closely with the Senior Designer, Graphic Designer, Marketing team and Client Development team, the role will focus on the delivery, production and artwork of assets across campaigns, pitches, website, social media, internal communications and other marketing channels.

The role requires excellent attention to detail, strong technical design and artworking skills, and the ability to work efficiently across multiple projects and deadlines. It will also play an important quality control role, ensuring materials are accurate, consistent and aligned with the Firm's visual brand before publication or distribution.

- Produce high-quality, accurate and on-brand marketing, pitch and digital materials for the Firm.
- Prepare and artwork marketing collateral, credentials documents, brochures, campaign materials and other client-facing assets.

- Flow in text, typeset content and ensure documents are well-structured, consistent and visually accurate.
- Select, prepare and artwork imagery, iconography and infographics where required.
- Develop and adapt digital assets for the website, social media, intranet, email and internal communications.
- Support campaign, website and marketing activity through the accurate production of assets across multiple channels.
- Play a role in the creation, artwork and production of pitch materials, ensuring outputs are delivered to a high standard and to agreed deadlines.
- Act as a quality control checkpoint, identifying and correcting design, layout, formatting, image, typographic and brand compliance issues before materials are published or distributed.
- Respond accurately and efficiently to feedback from the Senior Designer, Graphic Designer, Marketing team, Client Development team and fee earners.
- Support the Senior Designer and Graphic Designer with artwork, asset preparation and production requirements.
- Provide video editing and production support where required.
- Liaise with internal teams and external suppliers, including printers, where needed.

Person specification

Essential

- Experience of producing marketing collateral, pitch materials, credentials documents or other client-facing materials, ideally within legal or professional services.
- Strong artworking, typesetting and page layout skills.
- Excellent attention to detail, with a strong commitment to accuracy and quality
- Strong technical skills in InDesign, Photoshop, Illustrator and Acrobat
- Ability to work efficiently across multiple projects and deadlines.
- Good organisational and communication skills - at all levels

- Good understanding of brand guidelines and the ability to apply them consistently across different formats and channels.
- Experience producing digital assets for web, social media, email or internal communications.
- Skills in photography and video
- A portfolio demonstrating strong production, layout and artworking skills.

Desirable

- Photography, video editing or animation skills
- HTML and email build experience
- Experience of using Wrike for project management

Competencies

- | | |
|--------------------------|------------------------------|
| • Working together | • Integrity and respect |
| • Inclusive | • Personal impact and growth |
| • Driving high standards | • Commercial mindset |
| • Creative | • Responsible Business |

Contact

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This job description is not rigid or exclusive and may be adjusted at any time in consultation with the Partners and/or Director of HR to meet the needs of the Firm or the post holder. There is constant review and adaptation to meet the changing needs of the Firm.

Please note in respect of our UK offices, any offer of employment will be conditional upon the successful candidate having the right to reside and work in the UK. In respect of the overseas offices any offer of employment will be subject to being able to obtain the relevant visa. Charles Russell Speechlys is committed to its effort to ensure there is no modern slavery or trafficking in their organisation or supply chain, details can be found on our Modern Slavery Statement. Charles Russell Speechlys is an equal opportunities employer. We respect and support diversity within our workforce.